

# **SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT**

**TITLE/RANK:** Graduate Assistant (Competitive Sports Programs)

**JOB DESCRIPTION:** Under the direction of the Coordinator(s) for Intramural Sports and Club Sports, this person is responsible for assisting in the planning, development and implementation of all individual and team sport activities within the Recreational Sports Programming Office. Other responsibilities include but are not limited to: assisting with and developing new training programs for student staff clinics; recruiting, training, scheduling and evaluating student employees, along with staff development; promoting and marketing the intramural/club sports program; and assisting with budget planning, budget oversight, fundraising, policy development, facility management, and the equipment inventory/purchasing process. Responsibilities will also include coordinating with campus wide special events and departmental wide programming. A combined workload of 20 hours per week is expected; with the expectation, that many programs and needs will occur on evening and weekend hours.

**TERM OF CONTRACT:** (Negotiable) August 15, 2019 – May 15, 2020, with the possibility for summer employment and contract renewal for another year.

**SALARY:** Full in/out of state tuition waiver plus a stipend of \$1065 per month for the first year and a longevity bonus to \$1131 per month in the second year. Employee is responsible for student fees. Per Internal Revenue Service regulations (IRC 127), federal taxes will be withheld on tuition waiver amounts exceeding \$5,250 in the calendar year (January-December).

**QUALIFICATIONS:** Assistantships are awarded on a competitive basis and the successful applicant must be admitted into a related SIUE graduate program of study such as College Student Personnel Administration, Sport and Exercise Psychology or Exercise Physiology.

**A Bachelor's degree is required; a degree in A Bachelor's Degree in Recreation, Sports Management, Leisure Studies, Physical Education or closely related field is preferred. The candidate should have experience in sports programming, marketing, and promotion experience. The person must have strong oral and written communication skills, knowledge of recreation facilities and personnel supervision.** Successful candidates will be asked to maintain CPR/AED certification from an internationally recognized agency during the time of employment. A strong combination of specific academic and/or experiential training is recommended.

**CLOSING DATE FOR APPLICATIONS:** Applicants are encouraged to apply early. Review of applicants will begin immediately. Phone, online, and/or in-person interviews may be conducted prior to the closing date. Application for this position will close when filled.

**SUBMIT LETTER OF APPLICATION, RESUME, UNOFFICIAL TRANSCRIPT(S), AND LIST OF AT LEAST THREE CURRENT REFERENCES WITH PHONE NUMBERS, TO:**

Phil Leyerer  
Coordinator Club Sports  
Campus Recreation  
Campus Box 1157  
Edwardsville, IL 62026-1157  
Email: pleyere@siue.edu

An Affirmative Action employer, SIUE offers equal employment opportunity without regard to race, color, creed, or religion, age, sex, national origin, or disability. Benefits under state-sponsored plans may not be available to holders of F1 or J1 visas.

**Southern Illinois University Edwardsville**  
**Student Affairs**  
**Campus Recreation**

**POSITION DESCRIPTION**  
**JOB ANALYSIS**

Title/Rank: Graduate Assistant (Competitive Sports Programs)

Purpose:

Provide assistance in the operation and coordination of all Intramural Sports, Club Sports and Special Event programming. The graduate assistant will assist with hiring, training, evaluating, scheduling, and supervising student officials and supervisors. The Graduate Assistant is also responsible for developing and evaluating programs for the department. In addition ensuring that the staff and participants are abiding by the policies of Intramural and Club Sports programs and facilities. Other responsibilities include marketing and promoting events, managing inventory, researching and adhering to a budget. Additionally, the position will work with other Student Affairs units to collaborate on university wide special events and committees.

Organizational Relationship:

The Graduate Assistant (Competitive Sports Programs) reports to the Intramural Sports Coordinator who reports to the Assistant Director of Recreational Programs, who reports to the Director of Campus Recreation, who reports to the Vice Chancellor of Student Affairs.

Duties & Responsibilities:

1. Assume the responsibilities of assisting in the planning, development and implementation of all Intramural and Club Sports programs at the Student Fitness Center and Recreation Complex. Some programs may also take place at other recognized locations.
2. Actively monitor league/event schedules through IMLeagues and EMS facility management.
3. Assume additional responsibilities from Coordinator of Intramural or Club Sports Programs when he or she is not on duty.
4. Develop a thorough knowledge and understanding of all departmental policies, guidelines and procedures.
5. Assist in the training, evaluating and hiring of all student staff.
6. Assist in the scheduling of all student staff.

7. Serve as a public relations figure for the student body by providing accurate information on recreational programs and the Department of Campus Recreation.
8. Provide reports, statistics, and other necessary forms for programs on activities as needed.
9. Maintain current CPR/AED certification during the period of employment.
10. Provide assistance with departmental sponsored Special Events.
11. Serve on committees as requested. Seek professional development opportunities.
12. Be available for evening and weekend work as needed.
13. Perform other needed and related duties as assigned.

Knowledge Required for the Position:

The Graduate Assistant (Competitive Sports Programs) must have an understanding of the Student Affairs Philosophy as it relates Campus Recreation's role in student life and the broader university community.

Both oral and written communication skills are expected to effectively interact with professional staff, student staff, participants, and facility patrons. The Graduate Assistant should possess a knowledge of the Intramural and/or Club Sports profession and exhibit good management and supervisory skills. This individual must also possess knowledge about facility and staff scheduling. In addition, should have a proficient knowledge of all sports rules and have experience in officiating multiple sports.

A Bachelor's Degree in Recreation, Sports Management, Leisure Studies, Physical Education or closely related field is preferred. CPR/AED certification received from an internationally recognized and safety organization should be maintained during employment.

Responsibilities:

The Graduate Assistant has responsibility for providing coordination, supervision, organization and evaluation for all Intramural, Club Sport and Special Event programs. The Graduate Assistant will also assist with training student staff to be sports officials. The Graduate Assistant will aid the Coordinators in direct supervision of recreational programming staff. In addition, the Graduate Assistant should serve as a role model for all staff and participants.

### Guidelines:

The Graduate Assistant must adhere to all established University Policies and Procedures; adhere to all Civil Service and Professional Staff regulations and the provisions of negotiated and approved labor contracts; and adhere to and enforce all approved policies and procedures of Campus Recreation.

### Difficulty:

#### Complexity

The Graduate Assistant must have an understanding of the principles of customer service, programming and facility operation, and be able to communicate effectively with participants, guests, staff and others from varied cultures. The Graduate Assistant must also stay attuned to established guidelines for providing a safe and enjoyable environment for participants, guests, and staff.

#### Scope & Effect

The Graduate Assistant plays a very important role in the administration of all recreational programs. These responsibilities have a direct effect on the education and health of university students, faculty/staff and university community.

### Personal Relationships:

#### Personal Contacts

The operation of services provided by Campus Recreation requires that the Graduate Assistant maintain close contact with students, faculty, staff, administrators, alumni, family and community members. This person must work well with administrators, professional/student staff, and the participants the facility serves.

#### Purpose

The purpose of this job analysis is to insure the delivery of quality leisure and fitness services across the spectrum of the University community.

### Environmental Demands:

#### Physical Requirements

The position requires a general level of physical fitness.

## Work Environment

The work environment is professional and pleasant. Responsibilities require that the Graduate Assistant (Recreational Sports Programming) be able to work with frequent interruptions in a fast-paced professional environment, doing so under pressure. Programs may require supervision during times of inclement weather. Variable work hours are required to supervise programs, facilities, and maintain adequate contact with participants and staff. Some nights/weekends will be required.

Typed or Printed Name:

---

Graduate Assistant's signature:

---

Date:

---

Coordinator (Intramurals or Club Sports)  
signature

---

Assistant Director signature:

---